

October 20, 2011

TO: Clerks of County Court

FROM: Maureen Johnson, Chief   
Division of Motorist Services  
Bureau of Records

SUBJECT: Jury List Changes  
Section 40.011, Florida Statutes

We have recently reviewed our procedures and data requirements for providing a Jury List to each Clerk of Court and determined that the social security number is not required. Therefore, the Department will no longer provide the social security number in this file.

Section 40.011, Florida Statutes requires "The Department of Highway Safety and Motor Vehicles shall deliver quarterly to the clerk of the circuit court in each county a list of names of persons who reside in that county, who are citizens of the United States, who are legal residents of Florida, who are 18 years of age or older, and for whom the department has a driver's license or identification card record."

The next Jury List which you receive January 1, 2012, will not contain the person's social security number. Please alert your IT staff that the Jury File layout will remain the same but the Social security number field will be zero filled. An example of the file layout is attached.

If you have any questions concerning this process, please contact Bonnie Scott-Walls at 850-617-2586 or [BonnieScott-Walls@flhsmv.gov](mailto:BonnieScott-Walls@flhsmv.gov).

FDMS071.xls  
TAPE 1600 or 6250 BPI  
Blocking Factor 150 X 23400  
unlabeled

FILE DESCRIPTION  
Jury Selection by County

PAGE 1  
FORMAT IS FIXED BLOCK

Element Number	From	Thru	Size	Elem. Char.	Data Element Name And/ Or Description
1	1	13	13	A/N	DL NUMBER
2	14	29	16	A/N	FIRST NAME
3	30	45	16	A/N	MIDDLE NAME
4	46	65	20	A/N	LAST NAME
5	66	66	1	A/N	SUFFIX
6	67	96	30	A/N	ADDRESS
7	97	116	20	A/N	CITY
8	117	118	2	N	COUNTY
9	119	127	9	N	ZIP
10	128	135	8	N	DATE OF BIRTH
11	136	136	1	A/N	RACE
12	137	137	1	A/N	SEX
13	138	140	3	N	AGE
14	141	149	9	N	SOCIAL SECURITY NUMBER
15	150	150	1	A/N	FILLER

A = ALPHABETIC  
N = NUMERIC  
A/N = ALPHANUMERIC

B = BINARY  
P = PACKED  
C = 6 BIT

L = LEFT JUSTIFIED  
R = RIGHT JUSTIFIED